



STEVEN M. FULOP
MAYOR

CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES

280 GROVE STREET JERSEY CITY, NJ 07302
P: (201) 547-5217 F: (201) 547-5022



NANCY RAMOS
DIRECTOR

Job Opening:

Assistant Project Manager, Affordable Housing

Department: Housing, Economic Development and Commerce

Division: Community Development

Exempt/Non-Exempt: Exempt, Management

Workweek: 40 hours

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is looking for an experienced project management assistant who possesses sound knowledge, experience and administration skills re: various phases of the affordable housing development process, including project structuring, selection of development team members, obtaining site control, zoning and permitting approvals, community process and oversight of design and construction professionals.

The Assistant Project Manager is a supportive role that is responsible for managing housing development projects and other similar development activities as assigned. The role of Assistant Project Manager reports to the Assistant Director, Real Estate Officer and Chief Construction Officer

Job Duties:

- Assist in the preparation, updating, and management of project development financial projections, costs-to-date and operating pro formas, funding applications for low-income housing tax credits, HOME/CDBG, pre-development, construction, and permanent financing.
- Assist with the management of development teams including but not limited to: architects, engineers, general contractors, attorneys, environmental consultants, green building consultants, construction inspection and testing consultants.
- Researches regulatory requirements, industry trends and developments.
- Adjust policies and activities as appropriate.
- Assist in the coordination of due diligence processes during acquisitions and tax-credit closings.
- Coordinates with funding agencies during all phases of project development, as directed.
- Assist with securing all project entitlements, permits, and approvals for funding and construction
- Assist in construction closing, punch walks with funding agencies, housing inspections and property management inspections.
- Assist with lease-up process through stabilized occupancy.
- Ensure timely development and construction close-out.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Education Background: Bachelor's Degree

Essential Skills:

- Strong organizational, research, and oral and written communication skills;
- Ability to work collaboratively with other staff and external parties;
- Comfortable working in open, shared work space;
- High degree of flexibility;
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions; and
- Excellent oral and written communicator with ability to work with software programs

Preferred Education: Bachelor's Degree in a related field (finance, community development, urban planning); Master Degree in a related field.

Preferred Skills/Qualifications:

- Prior experience in a public interest and/or grassroots setting;
- Bilingual (Spanish/English) skills preferred but not required; and
- Demonstrated commitment to social and economic justice
- Familiarity with public and private housing finance programs, tenant and operation subsidies, and sound comprehension of program rules and regulations, including, but not limited to: HOME, CDBG, and AHTF preferred.

This is a Civil Service position and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.